

STUDENT HANDBOOK

Certificate in Hypnotherapy

Certificate in Clinical Hypnotherapy

Certificate in Advanced Clinical Hypnotherapy

Diploma of Hypnotherapy and Counselling



NSW Vocational
Education & Training
Accreditation Board

Certificate IV in Clinical Hypnotherapy

(Reg 91099NSW)

Diploma of Clinical Hypnotherapy

(Reg 91098NSW)



NATIONALLY RECOGNISED
TRAINING

Advanced Practitioner Certificate in Clinical Hypnotherapy

Advanced Practitioner Diploma of Clinical Hypnotherapy

Master Clinical Hypnotherapist

Certificate in Counselling

Advanced Certificate in Counselling

Diploma of Counselling

This Handbook should be read in conjunction with the Prospectus and Enrolment Form/ Price List.
Please ensure that you read this Handbook BEFORE ENROLLING.



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1. INFORMATION/ORIENTATION

Welcome to the Academy of Applied Hypnosis. The Academy holds regular Information/Orientation Days, usually just prior to commencement of a course. You would have received an invitation to one of these when you received the Prospectus. If you have been unable to attend and you wish to enrol, please make an appointment with Administration for a one-on-one information/orientation. The Academy is small enough to be able to do this. Much of the information is contained in this Handbook but there may be other more specific details you need to know, e.g., which textbooks you will need for which units and where to source books or, you may need to discuss the RPL (Recognition of Prior Learning) process more fully, or you may have questions you need to ask. Sometimes people want to bring along a friend or relative to an information/orientation and this is fine.

The Academy was founded by Leon W. Cowen in 1983 to meet what he saw as an urgent need for a standard of professional training for Clinical Hypnotherapists that is as high, as comprehensive and as soundly based as the training for any other of the allied health professions. The Academy also includes counselling in its training program. The counselling training program can be taken alone or in conjunction with clinical hypnotherapy.

The Academy has ensured that in developing, adapting, delivering and assessing course units, the training fits the needs of students and the profession. This is not possible without input from students and others in the profession. The Academy welcomes written feedback aimed at improving the learning outcomes (texts, unit design, assessment procedures and any topics which might be considered for inclusion). At the end of each unit the Academy provides you with a feedback sheet for this purpose.

The Academy's training methods are strongly based in Adult Learning principles and methodology, thus a proportion of your learning is directed self study.

You also need to be aware that the training method means that you will not be working through units in a linear fashion. For example, if you have elected to undertake three units in any given term, you do not wait until you have completed one unit before starting another. You may find yourself attending one unit on the Monday morning, another on Wednesday, and another on Friday. The number of units you undertake in any given term is your decision and the Academy has found this flexibility helps students to plan their studies around work and family.

If ever you have any questions about your studies here at the Academy please direct those questions to Academy personnel rather than to other students. If somebody asks you about the curriculum, or about timetables, or about their studies, please advise that person to get the information directly from the Academy. With the best of intentions of being helpful, you may provide incorrect information.

There is a strong possibility that you will confront some personal issues due to the experiential nature of the training. The Academy does not demand that you deal with your own issues (although that would certainly be the ideal), however it is demanded that you acknowledge, even if only to yourself, any such issues that may arise. This is essential if you are to become an effective therapist. If a therapist has no awareness of his or her own issues, then the possibility of that therapist getting "hooked" into a client's issues is enormous. All therapists get "hooked" somewhere along the line. An aware therapist will know they have been "hooked" and can do something about it – an unaware therapist will not know the "hook" is there and this means that the therapist may not be making the distinction between their own issues and the client's issues.

Please understand that as a therapist your self awareness needs to be an ongoing process throughout your professional life. If you are not prepared to do this, then for your own sake and for your future clients, you need to review your choice of profession.

2. ACADEMY ENVIRONMENT

The Academy is located very close to coffee shops and takeaway food services. With the exception of bottled water, no food or drink is to be consumed on the premises. Whilst the Academy does not provide facilities for the preparation of meals, arrangements can be made to store food in the refrigerator until break or lunch time.

You have a choice of either bean bags or hardback chairs when attending class/lectures.

Mobile Phones should be turned off during class or practical workshops.

Smoking is not permitted on the premises. Note the exception to this rule: occasionally one of the therapists will be working with a client who wishes to cease smoking and the treatment strategy may involve getting the client to take a couple of puffs of a cigarette. It is not a common occurrence but you need to be made aware of it anyway.

Also please avoid using the heavier perfumes or aftershaves as some people have an intolerance which can manifest as asthma, sinus headaches, nausea, etc.

3. MISSION STATEMENT

To present hypnotic theory in a functional form and to give practical instruction in the application of hypnosis at both personal and professional levels. All training, whether personal or vocational, is competency based and each individual's capacity to realise his or her unique potential is honoured and developed within the framework of our credo: *Se Adiuvere* (trans: "to help oneself")

4. CODE OF PRACTICE

In our endeavours to pursue our mission, we provide the best professional service we can to our clients and we pledge:

1. To ensure that we provide the best possible outcome for our clients commensurate with our abilities skills and experience.
2. To never work beyond one's competence and to make appropriate referral when faced with client needs beyond our experience.
3. To never raise unwarranted expectations in clients.
4. To refrain from advertising or otherwise misrepresenting our competence or services.
5. To refrain from involvement with clients that is outside the therapeutic relationship and to respect the potential for close emotional bonds.
6. To be honest and fair when dealing with clients and others.
7. To ensure the complete confidentiality of the therapeutic process unless this is compromised by regulations requiring disclosure.
8. To encourage open commitment and feedback as part of the therapeutic process.
9. To ensure there is an open process for resolution of client grievances and maintain records available for both client and practitioner benefit.
10. To seek to develop our skills by continued professional improvement; and.
11. To strive to enhance the profession by supporting other practitioners; assisting our professional association; promoting research and education with hypnotherapy and working collegiately with other professions

5. ACCESS, EQUITY AND PARTICIPATION

The Academy of Applied Hypnosis has established policies in relation to access in its courses which ensures equity of access for all students. The Academy has determined minimum requirements for entry into all its courses. These are based on educational requirements to undertake study. In all cases, students must have the prescribed educational entry requirements. All entry requirements appear on the Academy's promotional literature for the courses on offer.

The Academy of Applied Hypnosis opens its doors to all students who meet the educational prerequisites, regardless of racial origin, colour, nationality, gender, sexuality, religion, and physical ability.

The Academy does its best to accommodate course participants with **special needs** – please check with the Academy to see if and how we can assist you

Students come from all walks of life to study at the Academy. An equal opportunity also exists in the classroom and for all Academy facilities and resources. Students are entitled to and afforded equal access to educational resources, lecturing staff and career opportunities offered through the Academy.

▪ Entry Requirements

Mature age entry and an ability to understand the coursework is sufficient for entry into the:

Certificate in Hypnotherapy
Certificate in Clinical Hypnotherapy
Certificate in Advanced Clinical Hypnotherapy and
Certificate in Counselling.

For entry into the *Advanced Practitioner Certificate in Clinical Hypnotherapy* the applicant must provide documentary evidence of existing qualifications.

Please read from “**21. The Professional Training Pathway**” onwards for further information about entry requirements into the above courses and into the:

Advanced Certificate in Counselling
Diploma of Counselling
Diploma of Hypnotherapy and Counselling
Certificate IV in Clinical Hypnotherapy (Reg 91098NSW)
Diploma of Clinical Hypnotherapy (Reg 91099NSW)
Advanced Practitioner Diploma of Clinical Hypnotherapy and
Master Clinical Hypnotherapist

An interview with the Academy will be the determining factor for entry into the Certificate IV and higher level units.

6. Enrolments and Registration Choices

The deadline for enrolments is one calendar month prior to the commencement of the term in which the units are scheduled. If there are insufficient enrolments into any given unit, the unit may be rescheduled and/or presented in a modified manner. Should a student remain unenrolled for two consecutive terms the Academy will deem that student to have withdrawn from the course. If this should occur re-enrolment will be necessary.

▪ Registration Choices

There are three different methods of registration. They are as follows:

Choice A – Applies to: *Diploma of Hypnotherapy and Counselling - for 1 year.*
Advanced Practitioner Diploma in Clinical Hypnotherapy – for 1 year
Certificate IV in Clinical Hypnotherapy (91098NSW) – up to 1 ½ years plus clinic
Diploma of Clinical Hypnotherapy (91099NSW) – up to 1 ½ years plus clinic

Upon enrolment, pay the entire course fee up front and you will receive a 15% discount on that course. This discount will be applied to the then prevailing fees for distance learning and RPL applications, but it does not apply to textbooks or any other fees. Please see the enrolment form for detailed instructions.

Choice B – Applies to: *Diploma of Hypnotherapy and Counselling - for 1 year.*
Advanced Practitioner Diploma in Clinical Hypnotherapy – for 1 year
Certificate IV in Clinical Hypnotherapy (91098NSW) – up to 1 ½ years plus clinic
Diploma of Clinical Hypnotherapy (91099NSW) – up to 1 ½ years plus clinic

Upon enrolment pay the prevailing **non-refundable* registration fee** on any one course and you will receive a 10% discount on the prevailing unit/section fees for that course. You will also receive 10% discount on the prevailing fees for distance Learning and RPL applications, but it does not apply to textbooks or any other fees.

*** Re non-refundable registration fee, note the exception.** See in this Handbook, under “**16 REFUND**”, “**Initial Unit/Section Refund Guarantee**”. This guarantees that if during the very first unit or section of a unit that you undertake with the Academy you decide to withdraw from the units or course that you enrolled into, then you will be refunded what you paid with the exception of textbooks.

Choice C – Applies to all courses.

Upon enrolment simply pay for the units that you are undertaking in that particular term. There is no registration fee and no discounts apply.

▪ We will support you

To assist you, as you progress through the training, to achieve the highest possible proficiency, the Academy will support your term by term enrolment and offer the following benefits:

- ✓ Free participation in Supervision Workshops
- ✓ Free repetition of workshops already successfully completed
- ✓ The hours for the Supervision Workshops and repeated workshops will be credited to you Senior Intern Clinic unit when and if you undertake that unit.

7. EXEMPTION/RECOGNITION OF PRIOR LEARNING (RPL)

Exemptions from units or sections of units may be granted in cases where a student has achieved a level of competence which is equal to or exceeds the standards required by the Academy for the course or section which is being undertaken. RPL is a method which allows recognition of what you have already learned from other courses, work experience, life experience and any training previously undertaken. You provide evidence to demonstrate you have completed the learning outcomes in the Academy's unit or course. If what you have learned previously is relevant you receive an exception from certain sections of the course or unit in question.

You should apply for RPL in any unit(s) if you think your prior learning and/or experience means you can provide evidence to show that you are already competent. You can obtain an Application for a RPL Kit from Administration if you believe there are units in which you have already achieved competency.

▪ Mutual Recognition Policy

Mutual recognition is applicable for those who have successfully completed equivalent studies at any other Registered Training Organisation ("RTO"). Currently, in the field of Clinical Hypnotherapy, there are no other registered training providers which provide equivalent studies to that of the Academy. Clinical Hypnotherapy is a self regulating profession and currently the profession is in a very active stage of establishing standards of practice. This involves a lot of work between the schools which teach clinical hypnotherapy, professional associations and individual professionals in the field. The Academy hopes and anticipates that this co-operation will lead to other providers of training in Clinical Hypnotherapy becoming RTO's in which case it should be possible to establish equivalence of topic and standard within and between each RTO.

8. REQUIREMENTS FOR AWARD OF QUALIFICATIONS

When you have met the stated competencies (i.e. demonstrated through assessment as specified by the Academy) and provided you have fulfilled all your academic, administrative and financial obligations to the Academy you will be awarded your qualifications. Qualifications that do not require the impression of the Academy's Seal are delivered via the Academy's Intranet. Qualifications that do require the Seal are awarded directly to the graduate. If the graduate cannot attend the Academy to collect their award, it will be posted.

All sections of a unit must be completed, e.g., to receive the accredited qualification for a unit which contains four sections, all four sections, i.e. A, B, C and D must be completed.

Statements of Attainment are updated each time a unit is completed and delivered to the student via the Academy's Intranet.

Participants who fail a unit twice may be asked to show cause as to why they should not be excluded from further studies. Those who fail units or who have been excluded have the right of appeal against such failure or exclusion if they consider they have been failed or excluded unfairly - see "**19 Grievance Policy & Procedures**" and "**20 Appeals Mechanism**" in this Handbook.

9. COURSE MATERIALS

In this Handbook a brief description of units are given as well as the course materials required ("**21 Professional Training Pathway**") onwards.

If you have any difficulty in obtaining textbooks, the Academy will source and/or purchase them for you if requested. Please note that the wholesale book distributors generally charge a "small order surcharge" and the Academy will pass this cost on to you (along with Postage and Handling if the book(s) need to be posted to you). Retail booksellers can sometimes offer a lower price than the Recommended Retail Price as a result of student discounting schemes, etc.

Once you have given the Academy your enrolment form, you should go to the Academy's website and follow the prompts to register as a student. Please see "**12 To Help You, Academy Intranet**"

Full Time and Part Time: A set of notes is made available to you via the Intranet (in a word or PDF format) prior to the relevant class or workshop. If you do not have e-mail you must advise Administration when you enrol so that the notes can be put onto CD for you. Please confirm your e-mail address when enrolling. Please allow fourteen days for processing your enrolment/order.

Distance Learning: The Academy provides CD(s) containing the audio lecture; these can be played on a normal CD player. The class notes and assignments are delivered to you via the Internet in Word and PDF format. If you do not have e-mail you must advise Administration so that the class notes can also be put on CD for you. Please allow fourteen days for processing your enrolment/order.

Hard copy notes are not provided unless for good reason – for this service, please refer to the Schedule of Fees which accompanies the Prospectus.

10. RETURN OF ASSIGNMENTS

You should allow one month after the Academy receives your assignment or one month after sitting an exam for the Academy to issue your marks – it is your responsibility to contact Administration for exam/assessment results.

Distance Learners who send in hard copies rather than uploading via the Intranet should also include a Stamped, Self Addressed Envelope if you want your assignments returned to you. Note: The SAE should be the same size and postage as the one in which you sent us the assignment.

11. ASSESSMENT STRATEGIES

The Academy uses Assessment Strategies to ensure an appropriate level of competencies (knowledge, understanding and skills) at all levels of your training. The assessment strategies can vary from unit to unit, so you should carefully read the Learning Outcomes in the introductory notes for each unit to find out what is expected of you. As mentioned earlier in this Handbook the Academy strives to assist those with **special needs** and this includes finding ways to implement assessment strategies for those who may be blind, deaf, or ill at the time of assessment. Please talk with the Academy as we may be able to assist.

The Most Commonly Used Assessment Strategies are Written Assignments, Examinations (oral and written) and Practical Demonstrations.

Note: The Directed Self Study Exercises are not part of the Academy's assessment strategy for assessing students' competency. They are instead aimed at helping you test and develop your understanding of the course material.

▪ Written Assignments

Written assignments are an integral component of assessment strategies. A written assignment gives you the chance to examine hypnotherapy on both the theoretical and practical levels. The written assignment requires you to establish what you need to know, to locate the sources you need to expand your knowledge, then to present your learning experiences / findings and / or opinions in a structured format. You are expected to critically appraise or analyse the reading and research you have undertaken and to present your own views and alternative arguments. Written assignments should be in your own words and presented in a clearly structured manner.

Plagiarism

Assignments which plagiarise other peoples work will not be marked. Plagiarism is the action of taking and using somebody else's work (ideas or writings) without acknowledging that it is somebody else's work and passing it off as your own. Therefore, when you use somebody else's words you must put quotation marks around those words and say whose words they are. When you summarise or paraphrase, or quote somebody else's work you must acknowledge your source of information. When you develop an idea which originated from somebody else's work you must acknowledge that original source.

Referencing

When you quote other peoples' work, or where you refer to someone else's work, ideas or views, you must attach a bibliography (a list of reference sources you have used). You can do this by consecutively numbering each reference or quote and at the end of the assignment, you list the numbered references. Your references are written in the bibliography in the following manner:

Author (or Editor) surname, Author (or Editor) initials (Year of Publication) *Book Title*. Edition., Place of Publication, Publisher, page numbers. See two examples below:

Araoz, Daniel L (1982), *Hypnosis and Sex Therapy* 2nd Ed, New York, Brunner/Mazel, Inc. pp 41-56

Hammond, D Corydon, PhD (ed) (1990) *Handbook of Hypnotic Suggestions and Metaphors* New York, London, W.W. Norton & Company pp 67-100

If you are referencing material from **World Wide Web** you should do so as follows:

Author surname, Author initials (Year of Document) Title of Document, Site Name, URL, Date of Document, Date Last Accessed.

All written work should be typed on A4 paper, single sided, margins of 2.5cm and all pages numbered. Please put your name on every page of written assignments. The front page should also state which course(s)/unit(s) you are doing and the name of the assignment. It is advisable to keep a copy of assignments that you submit to the Academy.

- **Examinations**

For Distance learners the Academy has alternative structures. Please contact administration for information.

- **Practical Demonstrations**

12. TO HELP YOU

- **Academy's Intranet**

The Academy's Intranet was created especially for Academy students. It allows a rapid response time to student enquiries and written assessments can be uploaded for marking and return.

When you complete your Enrolment Form you should also go the Academy's website, www.aah.edu.au and follow the prompts to register as a student. You will receive an email from the Academy telling you that your class notes and assignments are ready for downloading and how to do this – it is very straight forward and if you should get stuck please do not hesitate to send us an email or telephone (02) 9415-6500.

You will be able to use your Intranet account to send emails to the Academy. If you need to email the Academy you should use the Intranet, i.e. log in and from your Main Menu click on the Enquiry Box, type your email and click on submit. That way the Academy gets your email quickly and can respond in a reasonable time. Please do not use your normal email facility to send an email to the Academy; it may get caught up in spam.

If the Academy sends an email to you and wants you to reply, there will be a link in that email for you to click on. When you click on that link, a box will open up for you to type in your reply, then you scroll down and click on submit. If there is no link in the Academy's email to you, then a reply is not expected from you - but if you do want to say something about the email, just go to your Main Menu and click on Enquiry box to do so rather than using your normal email reply function.

- **Study Suggestions**

With the expected duration of your chosen course(s)/unit(s) in mind, it is advisable to plan ahead to determine how many hours per week you will devote to home study. The Academy feels that it is important that you design a study timetable and stick to it. Your timetable should include your study times, the dates you must submit assignments to the Academy, dates and times of your workshops etc.

Each set of unit notes contain the stated Learning Outcomes of each unit. The Learning Outcomes specify the objectives of the unit, i.e., what competencies the unit aims to provide and what you are expected to do to demonstrate those competencies. Reading them again after you have completed the unit can help you assess your progress.

- **Study Support Groups**

Study groups are an effective way of adding extra dimensions to your learning and enthusiasm. If you would like to belong to a study group please go to that area on the Academy's website.

- **Mentors**

A Mentor is somebody who is available to discuss issues associated with your studies. Your Mentor does not need to be qualified in hypnotherapy or any particular field of therapy or education. Your mentor could be a work colleague, a friend, a family member, or any member of the community. A Mentor is someone who listens, encourages, lets you think for yourself and acts as a sounding board. If you have such a person who would like to be your Mentor, the Academy will send them a document called *Mentor* to help them to help you.

▪ **Requests for Extension of Time.**

Consideration will be given to any reasonable request for an extension of time, however you will be asked to provide a medical certificate or other documentation relevant to the circumstances upon which you are basing your request for an extension. Requests for extensions should be made prior to the assessment date. If a student misses an assessment and does not contact the Academy within 2 weeks, they will be deemed to have not satisfied the unit requirements. No consideration will be given for normal work commitments and extracurricular activities. It is your responsibility to plan ahead.

13. LIBRARY SERVICES

The library will require a deposit equal to the replacement value of the book before releasing a book to you. The deposit is returned to you when the book is returned. Many students prefer to leave a 'permanent' deposit which they then get back when they no longer wish to borrow books. The 'permanent' deposit usually takes the form of a signed credit card slip which the Academy prefers to holding cash. The current borrowing fee can be ascertained by asking Administration. Books must be returned to the library within two weeks.

14. RESPONSIBILITY OF STUDENTS AND OF THE ACADEMY

You have undertaken to do the work required within the time specified by the Academy and the Academy has undertaken to provide you with the tutors, materials, and information to enable you to do so. The Academy has certain other responsibilities towards you as follows:

▪ **Compliance with Legislative Requirements**

The Academy complies with all relevant State or Territory laws including Commonwealth or State/Territory legislation pertaining to:

- Occupational Health & Safety;
- Workplace Harassment, Victimisation and Bullying;
- Anti-discrimination (including equal opportunity, racial vilification and disability discrimination);
- Vocational Education and Training and apprenticeships and traineeships

The Academy can provide you with details of such legislation and discuss with you how it may affect your studies. If you have any concerns about legislative matters, please contact Administration and arrange an appointment.

▪ **Confidentiality and Privacy**

The Academy is committed to protecting the privacy of its students insofar as possible. We do not in any way share any personal details with other organisation. The Academy may be required by law to provide general information about student enrolments to government bodies, and may be required to provide access to student records to government authorised auditors. In such cases, student records will be kept confidential and used only for statistical reporting purposes or as otherwise required by law.

You, the student, are also expected to maintain confidentiality at all times. Any personal information you become possessed of during the course of your working with other people (family, friends, clients) must not be discussed with any other person. This means that you can talk to your lecturer or mentor or colleague about a case, but you cannot identify the person or provide any information which would identify the person. The Academy applies the same rule of confidentiality in its dealings with you. This means that when you attend a workshop, any personal information you share in that workshop is held confidential by all participants of that workshop and may not be discussed outside of that workshop.

▪ **Your Personal Records**

We maintain strict security of our student record system. Student records are securely maintained and archived for a period of thirty years. All students have access to their personal records after verification of their identity. Students may receive a transcript of the records of the courses undertaken, grades received, and completion attained. Requests for access to student records and for transcripts will be processed and the information provided within seven working days of the request. Requests should be made to Administration.

▪ **Access to your Personal Records by a Third Party**

Other than general information as specified in the first paragraph under the heading **“Confidentiality and Privacy”** above, no information will be disclosed about you to a third party without written consent from you. In instances where the content of student records is to be disclosed to a third party, you are required to provide a signed written request for

the Academy to provide that information. The letter must be explicit in the information you require the Academy to provide and must specify the full name and address of the third party to whom you request the information to be provided.

15. SUSPENSION AND EXPULSION

A student may be suspended or expelled from the Academy of Applied Hypnosis at the absolute discretion of the Executive Director and Principal in regard to:

- Non compliance with the policies and conditions as stated in the Prospectus and / or Student Handbook.
- Misconduct or repeated disruption.
- Claiming qualifications they do not hold.
- Non payment of fees.
- Cheating in exams or plagiarism.

16. REFUND

The Academy strongly advises you to seek expert advice to ensure that you understand the pre-enrolment documentation provided to you, including this Handbook, and to ensure that you understand the terms and conditions of enrolment before enrolling.

Refunds (initiated by the student) for goods and services provided by the Academy incur a fee of 10% of the amount refunded. This fee is deducted from the refund amount at the time of refunding. Please note the exceptions below under the headings “**Initial Unit/Section Refund Guarantee**”, “**Requests for Withdrawal after commencement**” and “**If the Academy does not deliver the Unit(s)**”.

▪ **Initial Unit/Section Refund Guarantee.**

The Academy guarantees to refund your tuition fees (excluding textbooks) if before finalising your initial unit / section of a unit of study you decide to withdraw your registration/enrolment. No academic acknowledgement will be given for your incomplete study.

Put another way, you can cancel your registration/enrolment and be refunded your tuition fees but not textbook costs if it is your first registration/enrolment with the Academy. However, you have to withdraw before you have finished the first unit/section of the course. You will not receive any certification or credit or accreditation or similar for any coursework that you did in that first unit or section.

▪ **Requests for Withdrawal Before Commencement.**

A refund equivalent to the amount paid minus 10% is available for any unit that has not commenced, provided the request for refund is received in writing two (2) or more weeks prior to the commencement of the term.

▪ **Requests for Withdrawal After Commencement.**

No refunds are given for withdrawals after the commencement of a term unless stated otherwise in this handbook. Please see **Item 6 “Enrolments and Registration Choices”**, and “**If the Academy does not deliver the Unit(s)**” below.

▪ **If the Academy does not deliver the Unit(s).**

If for any reason the Academy does not deliver the unit(s) you will be informed two weeks prior to the commencement of the term and will be offered the choice of the following: Transfer to delivery by distance education at no extra cost; or Transfer to other unit(s); or a Full Refund of all fees paid for the unit(s).

17. DEFERMENTS

Course participants desiring to defer a unit that has already commenced should apply in writing to the Executive Director, clearly outlining their request and the duration of the deferment. An administration fee will apply.

18. TIMETABLE AND CURRICULUM CHANGES

As part of our commitment to the highest educational excellence the Academy keeps its classes small. Small classes benefit the course participant. The Academy's policy is to run classes whenever possible – even with small classes. This is achieved by modifying the duration to the lesser number of students. If the class numbers are eight (8) or less the unit duration will be shortened whilst maintaining the required competencies.

Some variations can also occur due to the scheduling of public holidays and conditions may vary from term to term. We are continually reassessing our courses through professional association requirements, course participant and lecturer feedback. When timetable or curriculum changes occur we undertake that all endeavours will be made to ensure that no course participants will be disadvantaged.

19. DURATION AND DISTANCE LEARNING

The duration to complete course or units is very much dependent on the student. The Academy has some approximations but these are variable and dependent on the individual student and exclude clinic hours. The courses and units can be completed by distance learning however some organisations e.g., health funds and professional associations may require a certain percentage of the course to be completed in-class (face to face) teaching. Therefore the Academy suggests you confirm the specific requirements of any organisation from whom you intend to seek acknowledgement.

20 GRIEVANCE POLICY & PROCEDURES

There may be an occasion when you believe you have been unjustly treated by the Academy or indeed a fellow student. We have developed procedures to enable these grievances to be resolved as quickly as possible with processes that are fast and fair to all involved.

1. If you or anyone else has reason to believe that a CRIMINAL OFFENCE has been committed you are duty bound to inform the police immediately. However, most complaints are not criminal in nature.
2. Most complaints can be resolved initially by discussion with the other party. Maybe your assessment marks are lower than you had hoped, maybe you feel you should not have been charged for a particular service and so on. These matters, while important to you, can be resolved if the parties are willing to listen and are reasonable.

If, however, after a reasonable time the grievance remains unresolved you should put it in writing and send it to the Principal.

3. On receiving the written complaint the Principal should within a reasonable time, say 7 days, decide on the action that will follow:-
 - (a) The Principal will send a copy of your complaint to the other party seeking their written response. This is to be fair to the other party by giving them the opportunity to have their say.
 - (b) On receipt of the response from the other party the Principal may adopt one of the following courses of action.
 - (i) Chair a meeting of the parties with a view to mediate OR
 - (ii) Further investigate the complaint OR
 - (iii) With the agreement of both parties ask an independent body to mediate, or arbitrate the matter OR
 - (iv) Take other appropriate action.
4. At the conclusion of the process you will be given a response in writing.

It should be pointed out that you have Legal Processes under NSW or Federal Laws seeking redress. However most grievances can be satisfied within the Academy which we believe is in the long run usually a mutually successful process.

21. APPEALS MECHANISM

Course participants must appeal in writing to the Executive Director stating their case. The Executive Director or a person deputised by the Executive Director will approach the relevant Academy personnel on the course participant's behalf. The Academy personnel will be asked to consider the course participant's case and report back to the Executive Director or the deputy with results of the assessment.

The Executive Director will then advise the course participant of the results. Should the course participant not be satisfied with the result, the Academy Board will be asked to convene a panel of senior staff members to consider the case. If the course participant is still not satisfied with the result, an independent panel of mediators will be constructed to consider the issues at stake. This is the final point of appeal.

22. PROFESSIONAL HYPNOTHERAPY - TRAINING PATHWAY

The Academy offers different levels of training in Clinical Hypnotherapy. The qualifications and the units (and pre-requisites if any) which go towards the qualifications are summarised on the following pages.

Certificate In Hypnotherapy(abridged) Consists of one unit: Hypnosis, Counselling & Therapy

Certificate in Clinical Hypnotherapy(abridged) Consists of one unit: Hypnosis, Counselling & Therapy

Certificate in Advanced Clinical Hypnotherapy Consists of one unit: Hypnosis, Counselling & Therapy

Diploma of Hypnotherapy and Counselling

Prerequisite – *Certificate in Advanced Clinical Hypnotherapy* or equivalent.

Consists of the following units from the *Certificate IV in Clinical Hypnotherapy* (91098NSW)

Core Units:

Psychology for Hypnotherapy A
Psychology for Hypnotherapy B
Medical Sciences in Hypnotherapy
Counselling for Hypnotherapy A
Counselling for Hypnotherapy B
Therapeutic Applications 1A
Practical Workshop 1A

Elective. Must do any one of the following:

Self Hypnosis
TA/Gestalt in Hypnotherapy A
TA/Gestalt in Hypnotherapy B
Hypnoanalytical Techniques A
Hypnoanalytical Techniques B
NLP in Hypnotherapy A
NLP in Hypnotherapy B

Certificate IV in Clinical Hypnotherapy (Reg 91098NSW)

Prerequisite – *Cert in Advanced Clinical Hypnotherapy* or equivalent or *Diploma of Hypnotherapy and Counselling* or equivalent.

Core Units:

Ethics, Legal and Business Issues
Psychology for Hypnotherapy A
Psychology for Hypnotherapy B
Self Hypnosis
Medical Sciences in Hypnotherapy
Counselling for Hypnotherapy A
Counselling for Hypnotherapy B
Therapeutic Applications 1A
Therapeutic Applications 1B
Therapeutic Applications 1C
Practical Workshop 1A
Practical Workshop 1B
Practical Workshop 1C
Practical Workshop 1D
Pre Clinic Therapeutic Applications 1D **Must be completed immediately before undertaking Intern Clinic.**
Intern Clinic A
Intern Clinic B

Electives (3) Must do one from each unit as follows:

Hypnoanalytical Techniques A
or
Hypnoanalytical Techniques A

NLP in Hypnotherapy A
or
NLP in Hypnotherapy B

TA&Gestalt in Hypnotherapy A
or
TA&Gestalt in Hypnotherapy B

Diploma of Clinical Hypnotherapy (Reg 91099NSW)

Prerequisite – *Certificate IV in Clinical Hypnotherapy* (91098NSW) or equivalent.

Core Units:

Therapeutic Applications 2A
Therapeutic Applications 2B
Therapeutic Applications 2C
Therapeutic Applications 2D
Practical Workshop A
Practical Workshop B
Practical Workshop C
Practical Workshop D
Research Methodology
Personal Development
Senior Intern Clinic E
Senior Intern Clinic A
Senior Intern Clinic B
Senior Intern Clinic C
Senior Intern Clinic D
Project

Electives (3) Must do whichever not done previously:

Hypnoanalytical Techniques A
or
Hypnoanalytical Techniques B

NLP in Hypnotherapy A
or
NLP in Hypnotherapy B

TA/Gestalt in Hypnotherapy A
or
TA&Gestalt in Hypnotherapy B

23. SUMMARIES OF UNITS – PROFESSIONAL HYPNOTHERAPY TRAINING

All unit hours given are nominal or approximate.

The term “**private directed study**” refers to work that the Academy has directed you to do. For example, the Hypnosis, Counselling and Therapy unit directs you to read specific chapters of a textbook and then directs you to complete specific exercises based on that reading

Unless otherwise stated, and taking into account the information contained under “**6. Enrolments and Registration Choices**” in this Handbook all units are available Full Time (FT), Part Time (PT), and/or Distance Learning (DL).

Certificate in Hypnotherapy

▪ Unit: Hypnosis, Counselling and Therapy (abridged version)

Aim: To impart understanding of the basic concepts and principles of hypnosis and the different forms and methods of hypnotic suggestion. It is expected that you will be able to explain the basic concepts and principles of hypnosis and the ethical guidelines within which you will be working. You will be expected to be able to use susceptibility techniques, and induction procedures to effectively guide a person into hypnosis, give hypnotic suggestions as required for specified issues and to bring the person out of hypnosis.

Prerequisites: None

Delivery: Distance Learning via CD(s) and Internet.

Duration: Nominal 30 hours over six months.

Topics: Hypnotic Theory, Susceptibility Techniques, Induction Procedures, Deepening Procedures, Suggestion, Clinical Approach to Common Conditions, Ethics and Safeguards. (For a brief description of these topics see under Certificate in Advanced Clinical Hypnotherapy)

Materials: Computer, e-mail and internet.

Assessment: Final assessment which requires presentation of an audio and/or video session accompanied by a verbatim transcript.

RPL: Available

Award: Certificate in Hypnotherapy (CH)

Certificate In Clinical Hypnotherapy

▪ Unit: Hypnosis, Counselling & Therapy (abridged version)

Nominal Unit Hours: 48	Face to Face 24	Private Directed Study	Practical 24
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Aim: Designed to impart understanding of the basic concepts and principles of hypnosis and the different forms and methods of hypnotic suggestion. It is expected that you will be able to explain the basic concepts and principles of hypnosis and, working within ethical guidelines, to effectively guide a person into hypnosis, give hypnotic suggestions as required for specified issues and to bring the person out of hypnosis. It is also expected that you will know and be able to briefly outline the concept and some specific techniques of hypnoanalysis.

Prerequisites: None

Delivery: Full Time (FT); Part Time (PT) Distance Learning (DL) or a combination of these modes.

Topics: Hypnotic Theory, Susceptibility Techniques, Induction, Deepening, Suggestion, Hypnoanalytical Techniques, Practical, Self Hypnosis, Transactional Analysis, Gestalt, Ethics and Safeguards, Practical Workshops, Clinical Approach to Common Conditions. (For a brief description of these topics see under Certificate in Advanced Clinical Hypnotherapy)

Materials: Computer, e-mail and internet.

Assessment: PT and FT – Examination (oral and written). DL – Final assessment which requires presentation of an audio and/or video session accompanied by a verbatim transcript.

RPL: Available.

Award: Certificate in Clinical Hypnotherapy (CCH)

Certificate in Advanced Clinical Hypnotherapy

Unit: Hypnosis, Counselling and Therapy

Nominal Unit Hours: 108	Face to Face 24	Private Directed Study 60	Practical 24
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Aim: To impart understanding of the basic concepts and principles of hypnosis and the different forms and methods of hypnotic suggestion. It is expected that you will be able to explain the basic concepts and principles of hypnosis and, working within ethical guidelines, to effectively guide a person into hypnosis, give hypnotic suggestions as required for specified issues and to bring the person out of hypnosis. It is also expected that you will know and be able to briefly outline the concept and some specific techniques of hypnoanalysis.

Prerequisites: None

Topics	
Hypnotic Theory	Explains various beliefs and concepts within hypnosis.
Susceptibility Techniques	How to assess and raise a client's responsiveness in terms of their ability to enter the hypnotic state by using certain pre-hypnotic techniques.
Induction Procedures	Techniques used to easily guide a client into the hypnotic state. The course participant begins to use his or her own creativity and is taught to construct their own techniques spontaneously.
Deepening Procedures	Techniques used to enhance the hypnotic state. Once again, course participants are taught to use their own resources.
Suggestion	Focuses on various types of hypnotic suggestions, their structures and usage and the need to construct suggestions to suit the individual subject or client
Practical	Course participants are required to use the various techniques in class to build their basic skills.
Hypnoanalytical Techniques	Outlines concepts of basic techniques of Automatic Writing, Regression, Dream Therapy and Ideomotor Questioning. These techniques are used to trace problems to the original cause. Once the cause has been found the client is assisted in its resolution.
Self Hypnosis	This technique is in essence the same as deep relaxation or meditation. The extra potency comes from the concepts and procedures used.
Transactional Analysis	The use of various therapeutic approaches in conjunction with hypnotherapy is vital for the professional Clinical Hypnotherapist. Transactional Analysis is a simple structure relating to the individual's personality.
Gestalt	This therapeutic approach is based on existence, the 'wholeness' and integration of the individual.
Ethics and Safeguards	It is essential that the course participant with limited training knows and understands the safeguards and appropriate ethical behaviour to which they should adhere.
Practical Workshops	These workshops are designed to enable the Certificate level course participants to practise their skills and further develop their techniques. The workshops are monitored by Interns.
Clinical Approach to Common Conditions	Focuses on hypnotic suggestions for such things as migraine relief, smoking cessation, study habits, asthma, pain control, weight control, stress, concentration.

Materials: Textbooks. Computer, e-mail and internet..

Assessment: PT and FT – Assignments and Assessment. DL – Assignments. Final assessment requires presentation of an audio and/or video session accompanied by a verbatim transcript.

RPL: Available.

Award: Certificate in Advanced Clinical Hypnotherapy (CACH). Statement of Attainment.

Certificate IV in Clinical Hypnotherapy (91098NSW)

▪ **Ethics, Legal and Business Issues**

Nominal Unit Hours: 42	Face to Face 12	Private Directed Study 30	Practical 0
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Aim: To develop an understanding of the underlying professional ethical issues and legal issues arising during the practice of clinical hypnotherapy and to establish a basic framework upon which to build and develop a fuller practical appreciation of the ethical issues. You will be expected to develop the knowledge and skills to enable you to establish a clinical practice which reflects the professional, business and ethical standards required of health professionals.

Prerequisites: Unit: *Hypnosis, Counselling & Therapy* or equivalent

Co requisites: None

Topics: Include and may vary: Starting and maintaining a practice, general office procedures, maintenance and equipment, Professional Networking, Advertising, Conducting Consultations, History Taking, Ethics, establishing a marketing strategy in practical terms.

Materials: Textbooks. Computer, e-mail and internet..

Assessment: Assignment(s).

RPL: Available.

Award: Statement of Attainment.

▪ **Psychology for Hypnotherapy A**

▪ **Psychology for Hypnotherapy B**

Nominal Unit Hours: 84 (A&B)	Face to Face 24	Private Directed Study 60	Practical 0
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Aim: To enable understanding of how the psychological frameworks are associated with the, practice of Clinical Hypnotherapy. For example you will be expected to be able to explain the concept of psychology and to outline the major theoretical frameworks; you will also be expected to identify the various specific psychological disorders in terms of behaviour.

Prerequisites: Unit: *Hypnosis, Counselling & Therapy* or equivalent

Co requisites: None

Topics: Include and may vary – Abnormality, Biochemical Model, Psychodynamic and Existentialist Approaches,, Phobic, Panic and the Anxiety Disorders, Obsession, Hysteria, and Dissociation, Health Psychology, Personality Disorders, Psychoactive Substance Use Disorder, The Schizophrenias, Depression, Suicide, Disorders of the Nervous System and Pathology, Childhood Disorders, Mental Retardation, Law and Politics of Abnormality.

Materials: Textbooks. Computer, e-mail and internet..

Assessment: Exam.

RPL: Available.

Award: Statement of Attainment.

▪ **Hypnoanalytical Techniques A**

▪ **Hypnoanalytical Techniques B**

Nominal Unit Hours: 84 (A&B)	Face to Face 24	Private Directed Study 60	Practical 0
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Aim: To provide the knowledge and skills required to determine the factors which underlie presenting symptoms. For example, you will be expected to demonstrate how to use Hypnoanalytical Techniques to assist towards the uncovering and resolution of a client's underlying problem.

Prerequisites: Unit: *Hypnosis, Counselling & Therapy* or equivalent

Co requisites: None

Topics: Include and may vary - Hypnoanalytical Concepts, Hypnoanalytical Techniques, Therapy process, Leading, Hypnotherapy and Cognitive Behavioural Therapy.

Materials: Textbooks. Computer, e-mail and internet..

Assessment: Exam.

RPL: Available.

Award: Statement of Attainment.

▪ **Self Hypnosis**

Nominal Unit Hours: 42	Face to Face 12	Private Directed Study 30	Practical 0
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Aim: To provide the knowledge and skills to enable assessment of a client's need for Self Hypnosis, to determine the specific techniques best suited to the client and to teach the client those techniques. You will be expected to explain the philosophy behind teaching a client self hypnosis and to show that you can plan and implement a method to teach self hypnosis to a client.

Prerequisites: Unit: *Hypnosis, Counselling & Therapy* or equivalent

Co requisites: None

Topics: Include and may vary - Concept of self hypnosis, Conditioning, Imagination, Suggestion, Induction and Deepening, Time Distortion, Waking Hypnosis, Controlling Pain, Healing and Bleeding, Personal Therapy.

Materials: Computer, e-mail and internet..

Assessment: Assignment.

RPL: Available.

Award: Statement of Attainment.

▪ **NLP in Hypnotherapy A**

▪ **NLP in Hypnotherapy B**

(It does not matter whether you do A or B first)

Nominal Unit Hours: 84 (A&B)	Face to Face 24	Private Directed Study 60	Practical 0
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Aim: To provide selected concepts and techniques from Neuro-Linguistic Programming (NLP). You will be expected to apply certain specific NLP techniques in the hypnotherapeutic situation as well as show your understanding of principles universal to all psychological therapies.

Prerequisites: Unit: *Hypnosis, Counselling & Therapy* or equivalent

Co requisite: TA/Gestalt in Hypnotherapy (A or B). It does not matter whether you undertake A or B first.

Topics: Include and may vary - Accessing Cues, Metaphors and Time Line Therapy, Ericksonian Concepts and Techniques, Reframing, Collapsing Anchors, Pure Process, Selection/Avoidance Criteria.

Materials: Computer, e-mail and internet..

Assessment: Exam.

RPL: Available.

Award: . For successful completion of each of Section A and Section B a Certificate of Competency is awarded. When you have two Certificates of Competency, one for each of Section A and Section B, you are awarded the Statement of Attainment for this unit.

▪ **Medical Sciences in Hypnotherapy**

Nominal Unit Hours: 72	Face to Face 12	Private Directed Study 60	Practical 0
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Aim: The purpose of this unit is to have the participants achieve the knowledge and skills to enable them to describe the structure and function of the body, the disturbances in structure and function and the relationship of hypnotherapy to those disturbances.

Prerequisites: Unit: *Hypnosis, Counselling & Therapy* or equivalent

Co requisites: None

Topics: Include and may vary: Terminology, Basic Anatomy and Physiology, Basic Pathological Processes, Hypnotherapy and disorders of the Body's systems, Psychopharmacology, Links between mental, emotional and physiological processes.

Materials: Textbooks. Computer, e-mail and internet..

Assessment: Exam.

RPL: Available.

Award: Statement of Attainment.

- **Counselling in Hypnotherapy A**
- **Counselling in Hypnotherapy B**

Nominal Unit Hours: 84 (A&B)	Face to Face 24	Private Directed Study 60	Practical 0
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Aim: Participants are provided with the knowledge to develop the skills that will enable them to demonstrate competent therapist communication in the consultation process. For example, some of the things you will be expected to do will be to explain the fundamental principles of counselling, and to show your understanding of the role of hypnotherapy within a counselling framework; demonstrate appropriate techniques from the major Counselling Models; show your understanding of the necessity of considering social parameters concerning gender and ethnic issues; why therapists should identify and deal with their own issues.

Prerequisites: Unit: *Hypnosis, Counselling & Therapy* or equivalent

Co requisites: None

Topics: Include and may vary: Principles of Counselling, Major Modes in Counselling, Goals of Counselling, dealing with family and close friends, Psychosis, Physical Conditions, Referring to other health professionals, Social constructs, Therapist Self Knowledge/Awareness, Client Centred Therapy, Multicultural Approach.

Materials: Textbooks. Computer, e-mail and internet..

Assessment: Exam(s).

RPL: Available.

Award: Statement of Attainment.

- **Therapeutic Applications 1A**
- **Therapeutic Applications 1B**
- **Therapeutic Applications 1C**

Nominal Unit Hours: 126 (A,B,C)	Face to Face	Private Directed Study	Practical 126
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Aim: To provide the knowledge and skills to demonstrate competent therapeutic techniques in a simulated clinical situation of approximately thirty minutes duration. You will be expected to learn how to apply the techniques learned in other units across a broad range of unpredictable presenting problems. At various times during these units you will have the opportunity to be a therapist (whilst being mentored) to another participant, deal with your own issues as the client

and be an observer. It is expected that each student will take the roles of *Therapist, Client, Mentor* and *Observer* at least once in each unit.

Prerequisites: Unit: *Hypnosis, Counselling & Therapy* or equivalent

Co-requisites Ethics, Legal & Business Issues, Psychology for Hypnotherapy A-B, Self Hypnosis, TA&Gestalt in Hypnotherapy (AorB), NLP for Hypnotherapy (AorB), Hypnoanalytical Techniques (AorB), Medical Sciences in Hypnotherapy, Counselling for Hypnotherapy A-B, Therapeutic Applications 1A-1C, Practical Workshops 1A-1D.

Topics: Include and may vary – Application of Hypnotherapeutic Techniques, Rational Emotive Therapy, Psychodrama, Free Association, Client Centred Therapy, Specific techniques from Gestalt, Counselling skills, Cognitive Behavioural Therapy, Transactional Analysis, Development of Therapy Strategy, Hypnoanalytical Techniques.

Materials: Computer, e-mail and internet.

Assessment: Practical

RPL: Available.

Award: Statement of Attainment

- **TA/Gestalt in Hypnotherapy A**
- **TA/Gestalt in Hypnotherapy B**

Nominal Unit Hours: 84 (Both)	Face to Face 24	Private Directed Study 60	Practical 0
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Aim: To provide participants with the necessary knowledge and skills to select specific techniques and concepts from the modalities of Transactional Analysis and Gestalt and apply them in the hypnotherapeutic situation.

Prerequisites: Unit: *Hypnosis, Counselling & Therapy* or equivalent

Co requisites: NLP in Hypnotherapy (A or B; it does not matter which one you undertake first).

Topics: Includes but not restricted to – Miniscripts, Lifescritps, Dream Therapy, Finding the “In’s”, Selection and Avoidance Criteria, Reparenting, Transactional Analysis in conjunction with Hypnosis, the Gestalt technique of Empty Chair, boundaries, co-dependence.

Materials: Computer, e-mail and internet.

Assessment: Exam.

RPL: Available.

Award: . For successful completion of each of Section A and Section B a Certificate of Competency is awarded. When you have two Certificates of Competency, one for each of Section A and Section B, you are awarded the Statement of Attainment for this unit. It does not matter whether you do A or B first.

- Practical Workshop 1A
- Practical Workshop 1B
- Practical Workshop 1C
- Practical Workshop 1D

Nominal Unit Hours: 48 (A,B,C,D)	Face to Face	Private Directed Study 0	Practical 48
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Aim: To provide the additional opportunity to apply the integrated skills and knowledge being gained from units in the Certificate IV course, in a practical simulated situation. This unit provides students with a combination of resources unavailable elsewhere. These resources are: a place to practice, a specified practice time, people to practice with, a safe environment to practice, access to assistance if required, feedback & mentoring at the end of each session and the opportunity for practical demonstration of a technique(s) by the mentor.

Prerequisites: Unit: *Hypnosis, Counselling & Therapy* or equivalent

Co requisites: Ethics, Legal & Business Issues, Psychology for Hypnotherapy A-B, Self Hypnosis, TA&Gestalt in Hypnotherapy (AorB), NLP for Hypnotherapy (AorB), Hypnoanalytical Techniques (AorB), Medical Sciences in Hypnotherapy, Counselling for Hypnotherapy A-B, Therapeutic Applications 1A-1C, Practical Workshops 1A-1D.

Topics: Practical application of all topics covered in course units.

Materials: None

Assessment: Self Assessment and Peer Feedback

RPL: Not available

Award: Statement of Attainment

- **Pre-Clinic Therapeutic Applications.**

Nominal Unit Hours: 54	Face to Face 12	Private Directed Study 12	Practical 30
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Note: this section can only be undertaken immediately prior to commencing the Intern Clinic unit. This means that you should have completed, all other units from the Certificate IV in Clinical Hypnotherapy (or be in the final stages) before undertaking Pre-Clinic Therapeutic Applications.

Aim: To provide the knowledge and skills to demonstrate competent therapeutic techniques in a simulated clinical situation(s) of approximately thirty minutes duration. You will be expected to demonstrate how to apply specific techniques learned in other units across a broad range of unpredictable presenting problems. At various times during these units you will have the opportunity to be a therapist (whilst being mentored) to another participant, deal with your own issues as the client and be an observer. It is expected that each student will take the roles of *Therapist, Client, Mentor* and *Observer* at least once in each unit.

Prerequisites: All other units from the *Certificate IV in Clinical Hypnotherapy* (91098NSW)

Co-requisites: None.

Topics: Include and may vary – Application of Hypnotherapeutic Techniques, Rational Emotive Therapy, Psychodrama, Free Association, Client Centred Therapy, Specific techniques from Gestalt, Counselling skills, Cognitive Behavioural Therapy, Transactional Analysis, Development of Therapy Strategy, Hypnoanalytical Techniques.

Materials: Computer, e-mail and internet..

Assessment: Practical

RPL: Available.

Award: Statement of Attainment

- Intern Clinic A
- Intern Clinic B

Nominal Unit Hours: 198 (A&B)	Face to Face 18	Private Directed Study 80	Practical 100
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Intern Clinic A and Intern Clinic B consist of a nominal 25 client consultation hours each. The requirements for competency for this unit are completion of 50 hours clinic Consultation experience, i.e., successfully completing both sections AND achieving the prescribed competencies. If the prescribed competencies are not achieved within the nominal 50 hours, it follows that those nominal hours will total more than 50..

A Certificate of Currency is required as proof of current Professional Indemnity Insurance before commencing this unit and will be required again on 1st October of any year in which the Intern is undertaking this unit.

Professional Indemnity Insurance is not provided by the Academy and must be acquired from an insurance provider at the course participant's expense.

Aim: to apply the knowledge and techniques of clinical hypnotherapy in a supervised clinical environment. You will be expected to demonstrate :

- Appropriate Counselling Skills;
- Assessing a Client's Suitability for Hypnotherapy;
- History Taking Skills;
- Formulating and Implementing Appropriate Therapeutic Structure
- Formulating and Implementing Appropriate Hypnotherapeutic Structures;
- Applying chosen hypnotherapeutic structures
- Assessing the Effectiveness of the Hypnotherapeutic Techniques;
- Determining and implementing structures for appropriate ongoing therapy;
- Client Record Keeping;
- Communicating with other Health Professionals,
- Implementing marketing/promotional activities.

Prerequisites: All other units from *Certificate IV in Clinical Hypnotherapy* (Reg 91098NSW) or equivalent.

Co-requisites: None.

Distance Learning requires a different delivery structure involving, amongst other things, the Intern electing a supervisor or supervisors who will meet the standards set by the Academy. Please contact Administration for more detailed information and instructions about this.

Topics: Practical application of all topics in all units preceding Intern Clinic unit.

Materials: None

Assessment: Regular Supervision Sessions with Supervisor, Peer Feedback. From time to time (as determined by the Academy) the Intern will be supervised in-session with any one or more of their clients.

RPL: Not available.

Award: Statement of Attainment

Additional Information:

Before undertaking this unit, interns are required to read and sign the Rules of Clinic document. Please ensure that you read this document before you enrol. Like all policy and procedure, this is subject to future change if necessary but reading it will give you a clearer perspective of what is required of people undertaking this unit.

The Academy distributes its AIC and LIC clients equally to Certificate IV Interns who are completing this unit in-house, regardless of whether or not those Interns are also successfully sourcing their own clients through their practice management strategies.

Certificate IV Interns who are completing this unit in-house, do not receive the client fees.

All in-session supervision sessions are conducted between the hours of 9am to 5pm, Monday to Friday inclusive.

All 'Case Supervision Sessions' must be attended. Clinical consultation hours credit will be given only for case histories which are written up and presented to the Academy by the stipulated date and the Intern must be in attendance

for that Case Supervision session. In other words, if the Intern presents his or her case histories to the Academy by the stipulated date (currently a week before the Supervision Session), but fails to attend the Case Supervision Session, no hours will be credited.

The Academy may select any case history for review and supervision at any time therefore the Intern's records need to be always up to date.

Diploma of Clinical Hypnotherapy (91099NSW)

▪ **Research Methodology**

Nominal Unit Hours: 42	Face to Face 12	Private Directed Study 30	Practical
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Aim: To provide an understanding of *basic* research methodology to enable participants to evaluate information for planning and research purposes.

Prerequisites: *Certificate IV in Clinical Hypnotherapy (91098NSW)* or equivalent

Co requisites: Senior Intern Clinic

Topics: Includes but not restricted to: planning a research project, types of projects, data collection and analysis, sourcing information, preparing a case study, report writing.

Materials: Computer, e-mail and internet

Assessment: Written exam

RPL: Available.

Award: Statement of Attainment

- **Therapeutic Applications 2A**
- **Therapeutic Applications 2B**
- **Therapeutic Applications 2C**
- **Therapeutic Applications 2D**

Nominal Unit Hours: 168 (A,B,C,D)	Face to Face 0	Private Directed Study 0	Practical 168
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Aim: To provide the knowledge and skills to demonstrate competent therapeutic techniques in a simulated clinical situation of approximately thirty minutes duration. You will be expected to learn how to apply the techniques learned in other units across a broad range of unpredictable presenting problems. At various times during these units you will have the opportunity to be a therapist (whilst being mentored) to another participant, deal with your own issues as the client and be an observer.

Prerequisites: All units from *Certificate IV in Clinical Hypnotherapy (91098NSW)* or equivalent.

Co-requisites: Hypnoanalytical Techniques (AorB), NLP in Hypnotherapy (AorB), TA&Gestalt in Hypnotherapy (AorB), Practical Workshops 2A-2D, Research Methodology, Personal Development, Professional Development, Project.

Topics: Include and may vary – Application of Hypnotherapeutic Techniques, Rational Emotive Therapy, Client Centred Therapy, Specific techniques from Gestalt, Counselling skills, Cognitive Behavioural Therapy, Transactional Analysis, Development of Therapy Strategy, Hypnoanalytical Techniques.

Materials: Computer, e-mail and internet..

Assessment: Practical

RPL: Available.

Award: Statement of Attainment

▪ **Personal Development**

Nominal Unit Hours: 30	Face to Face 18	Private Directed Study 12	Practical 0
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Aim: To facilitate participants to gain an insight into their own beliefs (values and attitudes) so as to have a better understanding of themselves with resulting benefit in a client-therapist relationship. Amongst other things you will be expected to show that you understand methods of dealing with your own personal beliefs and issues and to deal with a client's personal issues in a non-judgmental manner.

Prerequisites: All units from *Certificate IV in Clinical Hypnotherapy (91098NSW)* or equivalent.

Co-requisites: None.

Topics: Stating and respecting boundaries (personal and group) Impartiality, Caring, Respect of self and others cultural and religious beliefs, Confidentiality, Constructive Criticism.

Materials: None

Assessment: Practical demonstration, interview.

RPL: Available.

Award: Statement of Attainment

- Practical Workshop 2A
- Practical Workshop 2B
- Practical Workshop 2C
- Practical Workshop 2D

Nominal Unit Hours: 48 (A,B,C,D)	Face to Face 0	Private Directed Study 0	Practical 48
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Aim: To provide the additional opportunity to apply the skills and knowledge gained from all the units in the Certificate IV course and the Diploma course, in a practical simulated situation.

Prerequisites: All units from *Certificate IV in Clinical Hypnotherapy* (91098NSW) or equivalent.

Co-requisites: Hypnoanalytical Techniques (AorB), NLP in Hypnotherapy (AorB), TA&Gestalt in Hypnotherapy (AorB), Practical Workshops 2A-2D, Research Methodology, Personal Development, Professional Development, Project.

Topics: Practical application of all topics in units from *Certificate IV in Clinical Hypnotherapy* (91098NSW) and *Diploma of Clinical Hypnotherapy* (91099NSW).

Materials: None

Assessment: Self Assessment and Peer Feedback

RPL: Available

Award: Statement of Attainment

- Senior Intern Clinic A
- Senior Intern Clinic B
- Senior Intern Clinic C
- Senior Intern Clinic D
- Senior Intern Clinic E

Nominal Unit Hours: 436 (A,B,C,D,E)	Face to Face 36	Private Directed Study 100	Practical 300
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The requirements for competency are completion of all sections AND achieving the prescribed competencies.

A Certificate of Currency is required as proof of current Professional Indemnity Insurance before commencing this unit and will be required again on 1st October of any year in which the Intern is undertaking this unit.

Professional Indemnity Insurance is not provided by the Academy and must be acquired from an insurance provider at the course participant's expense.

A. Clinic Consultation Hours:

There are three (3) options available to Senior Interns:

- Option 1)** This option is subject to variables such as availability of rooms. The Academy does not guarantee that this option will be available to all Senior Interns at all times. Senior Interns may complete the entire 150 clinic consultation hours in the Academy's clinics. **NOTE:** The fee (see Prospectus for Other Fees/Charges under heading Additional Senior Intern Clinic Fees).is payable in advance and is non-refundable. From time to time the Senior Intern will be supervised in-session with any one or more of their clients as determined by the Academy.
- Option 2)** Senior Interns may complete their clinic hours outside of the Academy. From time to time the Senior Intern will be requested to attend the Academy for in-session supervision of any one or more of the Senior Intern's clients as determined by the Academy. The Senior Intern will pay the prescribed clinic fee (see Prospectus for Other Fees/Charges under heading Additional Senior Intern Clinic Fees).

Option 3) The Senior Intern may consult clients both externally and on the Academy's premises (availability of rooms permitting). The Senior Intern will pay the prescribed clinic fee (see Prospectus for Other Fees/Charges under heading Additional Senior Intern Clinic Fees) for each client they consult at the Academy. This fee applies regardless of whether the Academy or the Senior Intern sourced the client. The Clinic Fee is payable in advance on the day of scheduled consultations. Should the client fail to keep the appointment the Senior Intern will be refunded the relevant fee. From time to time the Senior Intern will be requested to attend the Academy for in-session supervision of any one or more of the Senior Intern's clients as determined by the Academy.

B. Experiential Hours

The Senior Intern is invited to attend the Academy's other courses (e.g., the *Self Hypnosis course, Certificate in Clinical Hypnotherapy, Certificate in Advanced Clinical Hypnotherapy, Certificate IV in Clinical Hypnotherapy (Reg 91098NSW)*). The role of the Senior Intern here is to interact and co-operate with the lecturer and to answer participant's questions, explain concepts and theories and generally to consolidate the knowledge and skills which the Senior Intern has gained thus far.

It is by 'going back to basics' from a different perspective and context that the depth and breadth of what has been learned is recognised and consolidated for the novice therapist.

Once Senior Interns have reached the appropriate level of competence, they will be required to monitor (on a roster basis), practical workshops of more junior course participants.

From time to time Senior Interns may have the opportunity to sit in on therapy sessions conducted by other Interns and/or therapists and then to record their observations of that session. Such observations will be required to be presented at Supervision sessions in the form of brief written notes. Remember, it is the therapist's techniques and therapeutic style being observed, not the client, and the notes should reflect this. Neither should the notes be a judgment, or critique or opinion on the therapist and/or his or her therapy. It is important that the client has signed off on a consent form that it is OK for you to observe – be aware – some clients will not tolerate an observer taking notes and you will have to rely on your memory.

Please note that Experiential Hours for observation of therapy sessions will be granted only if observation notes are written up, accompanied by a client consent form and presented to the Academy at least 1 week before the scheduled Supervision session and only if you are in attendance at the supervision session. In other words if the Senior Intern gives his or her observation notes to the Academy within the time stipulated date but fails to attend the Supervision Session, no hours will be credited.

C. Clinic Elective Hours

Clinic Elective hours are accredited to those activities which directly relate to the practice of clinical hypnotherapy or practice management but do not necessarily relate directly to the course.

Summary – Senior Intern Clinic

The following applies to all Senior Interns without exception:

- All written up case histories, observer's notes and promotional/marketing activities must be submitted to the Academy up to 1 week before the scheduled Supervision session.
- The Senior Intern must attend all scheduled Supervision Sessions. Clinical consultation hours will be credited only for case histories which are written up and presented to the Academy by the stipulated date and the Senior Intern must be in attendance for that supervision session.
- In other words, if the Senior Intern gives his or her case histories to the Academy by the stipulated date (currently the week prior to the supervision session), but fails to attend the Supervision Session, no hours will be credited.
- All written up case histories, observer's notes and promotional/marketing activities which are presented at supervision sessions become the property of the Academy.

- The Senior Intern is responsible for keeping records and details of the hours being claimed and ensuring that they are presented to the Academy on time. Please try to avoid accumulating a few months worth of Experiential and Clinic Elective hours. It would be preferable if those hours are submitted at the same time as your Case Histories.
- The Academy can select any case history, any observation notes and any practice management activity for review and supervision at any time, therefore the Senior Intern's records must be always up to date.
- All in-session supervision sessions are conducted between the hours of 9am to 5pm, Monday to Friday inclusive unless other arrangements have been made with the Academy.
- All clients who attend the Academy for consultations pay the Academy's prescribed fees to the Academy. This includes clients of external Senior Interns to fulfil their in-session supervision requirements.
- Senior Interns who see clients in the Academy clinic, for any reason, including fulfilling the in-session supervision requirements, do not receive the client fees.
- Senior Interns who bring their own clients into the Academy for any reason, including fulfilling the in-session supervision requirements will gain an extra 15 minutes credit per client per session on their clinic hours.

Project			
Nominal Unit Hours: 118	Face to Face 18	Private Directed Study 100	Practical

Aim: To bring together all parts of the course. The participants will have the opportunity to negotiate a project and demonstrate the ability to synthesise skills, knowledge, clinical experience and to communicate their findings. The Project is to be 3000 – 5000 words unless another method of presenting the project has been agreed to by the Academy.

Note: The Academy may request to keep a copy of your project work in its library. Copyright remains with the author of the Project.

Prerequisites: All other units. Senior First Aid Certificate. Professional Indemnity Insurance.
Co requisites: Senior Intern Clinic

Topics: The topic is negotiated with the Academy then the participant must submit a research program.

Materials: This is determined by method of presentation.

Assessment: Project material, discussion. An external assessor may also be involved to supply specialist knowledge.

RPL: Available.

Award: Statement of Attainment

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24. SUMMARIES OF UNITS ADVANCED PRACTITIONER COURSES

Unless otherwise mentioned, and taking into account the information contained under “6. Enrolments and Registration Choices” in this Handbook all units are available FT, PT, and/or DL.

Advanced Practitioner Certificate in Clinical Hypnotherapy

▪ Unit: Hypnosis, Counselling and Therapy

Nominal Unit Hours: 112	Face to Face 24	Private Directed Study 64	Practical 24
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Aim: To impart understanding of the basic concepts and principles of hypnosis and the different forms and methods of hypnotic suggestion. It is expected that you will be able to explain the basic concepts and principles of hypnosis and, working within ethical guidelines, to effectively guide a person into hypnosis, give hypnotic suggestions as required for specified issues and to bring the person out of hypnosis. It is also expected that you will know and be able to briefly outline the concept and some specific techniques of hypnoanalysis.

Prerequisites: An existing undergraduate qualification in professional skills in a health practitioner or allied field.

Co-requisites: None.

Topics	
Hypnotic Theory for the Health Professional	Explains various beliefs and concepts within hypnosis.
Susceptibility Techniques	How to assess and raise a client's responsiveness in terms of their ability to enter the hypnotic state by using certain pre-hypnotic techniques.
Induction Procedures	Techniques used to easily guide a client into the hypnotic state. The course participant begins to use his or her own creativity and is taught to construct their own techniques spontaneously.
Deepening Procedures	Techniques used to enhance the hypnotic state. Once again, course participants are taught to use their own resources.
Suggestion	Focuses on various types of hypnotic suggestions, their structures and usage and the need to construct suggestions to suit the individual subject or client
Practical	Course participants are required to use the various techniques in class to build their basic skills.
Hypnoanalytical Techniques	Outlines concepts of basic techniques of Automatic Writing, Regression, Dream Therapy and Ideomotor Questioning. These techniques are used to trace problems to the original cause. Once the cause has been found the client is assisted in its resolution.
Self Hypnosis	This technique is in essence the same as deep relaxation or meditation. The extra potency comes from the concepts and procedures used.
Transactional Analysis	The use of various therapeutic approaches in conjunction with hypnotherapy is vital for the professional Clinical Hypnotherapist. Transactional Analysis is a simple structure relating to the individual's personality.
Gestalt	This therapeutic approach is based on existence, the 'wholeness' and integration of the individual.
Ethics and Safeguards	It is essential that the course participant with limited training knows and understands the safeguards and appropriate ethical behaviour to which they should adhere.
Practical Workshops	These workshops are designed to enable the Certificate level course participants to practise their skills and further develop their techniques. The workshops are monitored by Interns.
Clinical Approach to Conditions in an existing Health Practice	Focuses on hypnotic suggestions for conditions that may present in a health practice.

Materials: Textbooks. Computer, e-mail and internet.

Assessment: PT and FT – Assignments and Assessment. DL – Assignments. Final assessment requires presentation of an audio and/or video session accompanied by a verbatim transcript.

RPL: Available.

Award: Advanced Practitioner Certificate in Clinical Hypnotherapy (APCCH). Statement of Attainment.

Advanced Practitioner Diploma of Clinical Hypnotherapy

▪ Ethics, Legal and Business Issues			
Nominal Unit Hours: 42	Face to Face 12	Private Directed Study 30	Practical 0

Aim: To develop an understanding of the underlying professional ethical issues and legal issues arising during the practice of clinical hypnotherapy and to establish a basic framework upon which to build and develop a fuller practical appreciation of the ethical issues. This unit also provides the course participant with knowledge and skills to enable them to establish a clinical practice which reflects the professional, business and ethical standards required of health professionals.

Prerequisites: Advanced Practitioner Certificate in Clinical Hypnotherapy or equivalent.

Co-requisites: None.

Materials: Textbooks. Computer, e-mail and internet..

Assessment: Assignment.

RPL: Available.

Award: Statement of Attainment.

▪ Psychology for the Health Professional A			
▪ Psychology for the Health Professional B			
Nominal Unit Hours: 84 (A&B)	Face to Face 24	Private Directed Study 60	Practical 0

The unit sensitises participants to the area of psychology and provides an awareness of psychology. It also enables participants to understand how the psychological frameworks are associated with the practice of Clinical Hypnotherapy. This unit contains a directed self study component.

Prerequisites: *Advanced Practitioner Certificate in Clinical Hypnotherapy* or equivalent.

Co-requisites:

Materials: Textbooks. Computer, e-mail and internet..

Assessment: Written exam.

RPL: Available.

Award: Statement of Attainment.

▪ Self Hypnosis			
Nominal Unit Hours: 42	Face to Face 12	Private Directed Study 30	Practical 0

Participants acquire the knowledge and skills to assess their client's need for Self Hypnosis, to determine the specific techniques best suited to their client's needs and to teach the client those techniques.

The unit sensitises participants to the area of psychology and provides an awareness of psychology. It also enables participants to understand how the psychological frameworks are associated with the practice of Clinical Hypnotherapy. This unit contains a directed self study component.

Prerequisites: *Advanced Practitioner Certificate in Clinical Hypnotherapy* or equivalent.

Co-requisites: None

Materials: Textbooks. Computer, e-mail and internet..

Assessment: Assignment.

RPL: Available.

Award: Statement of Attainment.

▪ Medical Sciences in Hypnotherapy			
Nominal Unit Hours: 72	Face to Face 12	Private Directed Study 60	Practical 0

The purpose of this unit is to have the participants achieve the knowledge and skills to enable them to describe the structure and function of the body, the disturbances in structure and function and the relationship of hypnotherapy to those disturbances. This unit contains a directed self study component.

The unit sensitises participants to the area of psychology and provides an awareness of psychology. It also enables participants to understand how the psychological frameworks are associated with the practice of Clinical Hypnotherapy. This unit contains a directed self study component.

Prerequisites: *Advanced Practitioner Certificate in Clinical Hypnotherapy* or equivalent.

Co-requisites: None.

Materials: Textbooks. Computer, e-mail and internet..

Assessment: Written exam.

RPL: Available.

Award: Statement of Attainment.

<ul style="list-style-type: none"> ▪ Counselling for the Health Professional A ▪ Counselling for the Health Professional B 			
Nominal Unit Hours: 84 (A&B)	Face to Face 24	Private Directed Study 60	Practical 0

Participants are provided with the knowledge to develop the skills that will enable them to demonstrate competent therapist communication in the consultation process. This unit contains a directed self study component.

The unit sensitises participants to the area of psychology and provides an awareness of psychology. It also enables participants to understand how the psychological frameworks are associated with the practice of Clinical Hypnotherapy. This unit contains a directed self study component.

Prerequisites: *Advanced Practitioner Certificate in Clinical Hypnotherapy* or equivalent.

Co-requisites: None.

Materials: Textbooks. Computer, e-mail and internet..

Assessment: Assignment.

RPL: Available.

Award: Statement of Attainment.

<ul style="list-style-type: none"> ▪ Therapeutic Applications for the Health Professional 			
Nominal Unit Hours: 42	Face to Face 12	Private Directed Study	Practical 30

Participants will learn how to apply the techniques across a broad range of unpredictable presenting problems. At various times during this unit you will have the opportunity to be a therapist (under supervision) to another participant, deal with your own issues as the client and be an observer. **NOTE: This unit must be undertaken as the final unit or concurrently with (an)other unit as the final unit.**

The unit sensitises participants to the area of psychology and provides an awareness of psychology. It also enables participants to understand how the psychological frameworks are associated with the practice of Clinical Hypnotherapy. This unit contains a directed self study component.

Prerequisites: *Advanced Practitioner Certificate in Clinical Hypnotherapy* or equivalent and all other units in *Advanced Practitioner Diploma of Clinical Hypnotherapy*.

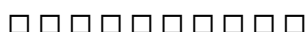
Co-requisites: None.

Materials: Textbooks. Computer, e-mail and internet..

Assessment: Practical.

RPL: Available.

Award: Statement of Attainment.



25. MASTER CLINICAL HYPNOTHERAPIST PROGRAM

Not to be confused with the concept or use of the term “Masters Degree” as used by universities. Only a University can award a Masters Degree. Yes, we do know that you know the difference between a Master Practitioner (in any field of endeavour) and a Masters Degree, but we are obliged to make the point clear to you. So, if you undertake this program, you are aiming to become a Master Clinical Hypnotherapist; you are not aiming to acquire a Masters Degree in Hypnotherapy.

This is the first qualification of its type. Whereas the aim of our other training is to teach specific techniques this program focuses on developing knowledge and skills to that of ‘*Master Clinical Hypnotherapist*’, either generally or in a specific aspect of Clinical Hypnotherapy.

The aim of the program is to:

- investigate conditions / theories /issues or other aspects relevant to the continuing development of the practice of Clinical Hypnotherapy
- extend and hone the professional skills of the Clinical Hypnotherapist.
- offer the opportunity to develop new skills in the profession of Clinical Hypnotherapy and allied areas.

The work involved will be a result of discussion and agreement between the Academy and the course participant.

Once the subject and nature of the work has been decided, the Academy will appoint a Supervisor to assist you or, if you wish to nominate a supervisor, you would need to present your reasons to the Academy for discussion with you and approval.

A thesis / project or equivalent on an agreed topic is required and two bound copies of this should be presented to the Academy for assessment.

The Academy requests that a copy be placed in the library for the benefit of future students. Copyright remains with you at all times and your work is protected by copyright law equally with any other publication in our library.



26. COUNSELLING - THE PROFESSIONAL TRAINING PATHWAY

The Academy offers different levels of training in Counselling. The qualifications and the units (and pre-requisites if any) are listed on the following pages.

Certificate In Counselling

Counselling A

Counselling B

Advanced Certificate in Counselling

Personal Development

Prerequisite – Certificate in Counselling or equivalent.

Either one of the following units:

TA/Gestalt A	TA/Gestalt B
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Either one of the following units:

NLP A	NLP B
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Psychology for Counselling A

Psychology for Counselling B

Ethics, Legal and Business Issues

Counselling Applications 1A

Counselling Applications 1B

Counselling Applications 1C

Practical Skills 1A

Practical Skills 1B

Hypnosis, Counselling & Therapy

Pre Fieldwork Counselling Applications 1	This unit must be completed immediately before undertaking Fieldwork unit. You cannot do it earlier
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Fieldwork 1 A

Fieldwork 1 B

Diploma of Counselling

Crisis Care A

Crisis Care B

Relationship Therapy A

Relationship Therapy B

Counselling Applications 2A

Counselling Applications 2B

Practical Skills 2A

Practical Skills 2B

Prerequisite – Advanced Certificate in Counselling or equivalent.

Whichever unit not previously completed:	TA/Gestalt A	TA/Gestalt B
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Whichever unit not previously completed:	NLP A	NLP B
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Fieldwork 2A

Fieldwork 2B

If you have studied, or are currently undertaking the Clinical Hypnotherapy training you will be able to apply for RPL for some units in the Counselling training. Please refer to **7. Exemption/Recognition of Prior Learning (RPL)** in this handbook.

27. SUMMARIES OF UNITS IN THE COUNSELLING COURSES

Unless otherwise mentioned, and taking into account the information contained under “6. Enrolments and Registration Choices” in this Handbook all units are available FT, PT, and/or DL.

Certificate in Counselling

- Counselling A
- Counselling B

Nominal Unit Hours: 84 (A&B)	Face to Face 24	Private Directed Study 60	Practical 0
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Aim: To facilitate an understanding of and ability to apply basic counselling techniques. Some of the things you will be expected to do will be to explain the fundamental principles of counselling, demonstrate appropriate techniques from the major Counselling Models; show your understanding of the necessity of considering social parameters concerning gender and ethnic issues; why therapists should identify and deal with their own issues

Prerequisites: None

Co requisites: None

Topics: Includes but not restricted to: Principles of Counselling, Major Modes in Counselling, Goals of Counselling, Psychosis, Stress, Referring to other health professionals, Social constructs, Therapist Self Knowledge/Awareness, Client Centred Therapy, Multicultural Approach.

Materials: Textbooks. Computer, e-mail and internet..

Assessment: Assignment.

RPL: Available.

Award: Certificate in Counselling (Cert Couns). Statement of Attainment.

Advanced Certificate in Counselling

- Personal Development

Nominal Unit Hours: 30	Face to Face 18	Private Directed Study 12	Practical 0
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Aim: To facilitate participants gaining an insight into their own values and attitudes so as to have a better understanding of themselves with resulting benefit in the client-counsellor relationship. For example, you will be expected to show that you understand methods of dealing with your own personal beliefs and issues and to deal with a client’s issues in a non-judgmental manner.

Prerequisites: *Certificate in Counselling* or equivalent.

Co-rerequisites: None.

Topics: Include but not restricted to: stating and respecting boundaries, impartiality, caring, respect for others cultural and religious beliefs, confidentiality, criticism.

Materials: None.

Special Requirements: Must attend face-to-face workshop or consultations.

Assessment: Practical demonstration, interview

Award: Statement of Attainment

- Transactional Analysis & Gestalt A
- Transactional Analysis & Gestalt B

Nominal Unit Hours: 84 (A&B)	Face to Face 24	Private Directed Study 60	Practical 0
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(It does not matter whether you undertake A or B first)

Aim: To provide participants with the necessary knowledge and skills to select specific techniques and concepts from the modalities of Transactional Analysis and Gestalt and apply them in the counselling situation.

Prerequisites: *Certificate in Counselling* or equivalent.

Co requisites: NLP in Counselling (A or B).

Topics: Includes but not restricted to – Miniscripts, Lifescripts, , Finding the “In’s”, Reparenting, Transactional Analysis, Gestalt Empty Chair & Dream Therapy Techniques, Selection and Avoidance Criteria.

Materials: Computer, e-mail and internet..

Assessment: Exam.

RPL: Available.

Award: . For successful completion of each of Section A and Section B a Certificate of Competency is awarded. When you have two Certificates of Competency, one for each of Section A and Section B, you are awarded the Statement of Attainment for this unit.

▪ NLP in Counselling A			
▪ NLP in Counselling B			
Nominal Unit Hours: 84 (Both)	Face to Face 24	Private Directed Study 60	Practical 0
(It does not matter whether you undertake A or B first)			

Aim: To provide selected concepts and techniques from Neuro-Linguistic Programming (NLP). You will be expected to apply certain specific NLP techniques in the counselling situation as well as show your understanding of principles universal to all psychological therapies.

Prerequisites: *Certificate in Counselling* or equivalent.

Co requisite: TA/Gestalt in Hypnotherapy (A or B). It does not matter whether you undertake A or B first.

Topics: Include and may vary - Accessing Cues, Metaphors and Time Line Therapy, Ericksonian Concepts and Techniques, Reframing, Collapsing Anchors, Pure Process, Selection/Avoidance Criteria.

Materials: Computer, e-mail and internet..

Assessment: Exam.

RPL: Available.

Award: . For successful completion of each of Section A and Section B a Certificate of Competency is awarded. When you have two Certificates of Competency, one for each of Section A and Section B, you are awarded the Statement of Attainment for this unit.

▪ Psychology in Counselling A			
▪ Psychology in Counselling B			
Nominal Unit Hours: 84 (A&B)	Face to Face 24	Private Directed Study 60	Practical 0

Aim: To enable understanding of how the psychological frameworks are associated with the practice of Counselling. For example you will be expected to be able to explain the concept of psychology and to outline the major theoretical frameworks; you will also be expected to identify the various specific psychological disorders in terms of behaviour.

Prerequisites: *Certificate in Counselling* or equivalent

Co requisites: None.

Topics: Include and may vary – Abnormality, Biochemical Model, Psychodynamic and Existentialist Approaches,, Phobic, Panic and the Anxiety Disorders, Obsession, Hysteria, and Dissociation, Health Psychology, Personality Disorders, Psychoactive Substance Use Disorder, The Schizophrenias, Depression, Suicide, Disorders of the Nervous System and Pathology, Childhood Disorders, Mental Retardation, Law and Politics of Abnormality.

Materials: Textbooks. Computer, e-mail and internet..

Assessment: Exam.

Award: Statement of Attainment.

▪ Ethical, Legal and Business Issues			
Nominal Unit Hours: 42	Face to Face 12	Private Directed Study 30	Practical 0

Aim: To develop an understanding of the underlying professional ethical issues and legal issues arising during the counselling practice and to establish a basic framework upon which to build and develop a fuller practical appreciation of the ethical issues. You will be expected to develop the knowledge and skills to enable you to establish a counselling practice which reflects the professional, business and ethical standards required of professional counsellors.

Prerequisites: *Certificate in Counselling* or equivalent.

Co requisites: None

Topics: Include and may vary: Starting and maintaining a practice, general office procedures, maintenance and equipment, Professional Networking, Advertising, Conducting Consultations, History Taking, Ethics, establishing a marketing strategy in practical terms.

Materials: Textbooks. Computer, e-mail and internet..

Assessment: Assignment(s).

Award: Statement of Attainment.

- **Counselling Applications 1A**
- **Counselling Applications 1B**

Nominal Unit Hours: (A&B) 84	Face to Face 24	Private Directed Study	Practical 60
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- **Pre-Fieldwork Counselling Applications**

Note: Pre-Fieldwork Counselling Applications can only be undertaken immediately prior to commencing the Fieldwork. You will not be permitted to undertake it any earlier. You must also have successfully completed

Nominal Unit Hours: 54	Face to Face 12	Private Directed Study 12	Practical 30
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Aim of Counselling Applications and Pre-Fieldwork Counselling Applications: To provide the knowledge and skills to demonstrate competent counselling techniques in a simulated clinical situation of forty five minutes to one hour duration. You will be expected to learn how to apply the techniques learned in other units across a broad range of unpredictable presenting problems. At various times during these units you will have the opportunity to be a counsellor (whilst being mentored) to another participant, deal with your own issues as the client and be an observer.

Prerequisites: *Certificate in Counselling* or equivalent

Co-requisites: None.

Topics: Include and may vary – Application of Counselling Techniques, Rational Emotive Therapy, Client Centred Therapy, Gestalt, Neuro-Linguistic Programming, Counselling skills, Cognitive Behavioural Therapy, Transactional Analysis, Development of Therapy Strategy.

Materials: Computer, e-mail and internet..

Assessment: Practical

RPL: Available.

Award: Statement of Attainment

- **Practical Skills 1A**
- **Practical Skills 1B**

Nominal Unit Hours: 24 (A&B)	Face to Face	Private Directed Study	Practical 24
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Aim: To provide the additional opportunity to apply the integrated skills and knowledge being gained from units in the Advanced Certificate course, in a practical simulated situation

Prerequisites: *Certificate in Counselling* or equivalent.

Co requisites: **Units:** Psychology for Counselling A-B; Personal Development; Ethics, Legal and Business Issues; Counselling Applications 1A-C; TA&Gestalt (AorB); NLP in Counselling (AorB); Hypnosis, Counselling and Therapy.

Topics: Practical application of all topics in Advanced Certificate in Counselling.

Materials: None

Assessment: Self Assessment and Peer Feedback

RPL: Not available

Award: Statement of Attainment

- **Unit: Hypnosis, Counselling & Therapy**

Nominal Unit Hours: 48	Face to Face 24	Private Directed Study	Practical 24
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Aim: Designed to impart understanding of the basic concepts and principles of hypnosis and the different forms and methods of hypnotic suggestion. It is expected that you will be able to explain the basic concepts and principles of hypnosis and, working within ethical guidelines, to effectively guide a person into hypnosis, give hypnotic suggestions as required for specified issues and to bring the person out of hypnosis. It is also expected that you will know and be able to briefly outline the concept and some specific techniques of hypnoanalysis.

Prerequisites: *Certificate in Counselling* or equivalent.

Co-requisites: None. **Topics:** Hypnotic Theory, Susceptibility Techniques, Induction, Deepening, Suggestion, Hypnoanalytical Techniques, Practical, Self Hypnosis, Transactional Analysis, Gestalt, Ethics and Safeguards, Practical Workshops, Clinical Approach to Common Conditions. (For a brief description of these topics see under Certificate in Advanced Clinical Hypnotherapy)

Materials: Computer, e-mail and internet.

Assessment: PT and FT – Examination (oral and written). DL – Final assessment which requires presentation of an audio and/or video session accompanied by a verbatim transcript.

RPL: Available.

Award: Statement of Attainment

- **Fieldwork 1A**
- **Fieldwork 1B**

Nominal Unit Hours: 198	Face to Face 18	Private Directed Study 80	Practical 100
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A Certificate of Currency is required as proof of current Professional Indemnity Insurance before commencing this unit and will be required again on 1st October of any year in which the Intern is undertaking this unit.

Professional Indemnity Insurance is not provided by the Academy and must be acquired from an insurance provider at the course participant's expense.

Aim: Experience in the field, ie the student organises their own fieldwork experience in either a community or health organisation or in the Academy's Intern Clinic or some in each. The Academy then supervises your case histories. For further information about working in the Intern Clinic please see "**Intern Clinic**" under **23. Summaries of Units – Professional Hypnotherapy Training** earlier in this Handbook.

Prerequisites: All units from *Advanced Certificate in Counselling*. Professional Indemnity Insurance.

Co-requisites: None

Special Requirements: Distance Learning requires a different delivery structure involving, amongst other things, the Fieldworker electing a supervisor or supervisors who will meet the standards set by the Academy. Please contact Administration for more detailed information and instructions about this.

Topics: Application of skills and knowledge from all units.

Materials: Computer, e-mail and internet..

Assessment: Regular Supervision Sessions with Supervisor, Peer Feedback. From time to time (as determined by the Academy) the Intern will be supervised in-session with any one or more of their clients.

RPL: Available.

Award: . Statement of Attainment

Diploma of Counselling

- **Crisis Care A**
- **Crisis Care B**

Nominal Unit Hours: 84 (Both)	Face to Face 24	Private Directed Study 60	Practical
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Aim: You will learn to identify the types of crisis and to apply appropriate intervention strategies and techniques for counselling people in crisis. For example, you will be expected to demonstrate how to assess, counsel and refer clients.

Prerequisites: *Advanced Certificate in Counselling* or equivalent.

Co requisite: None.

Topics: Include and may vary – theory/models on crisis, approaches, issues and techniques life threatening illness, loss, suicide ideation, marital breakdown, crisis intervention and management.

Materials: Computer, e-mail and internet..

Assessment: Assignment.

RPL: Available.

Award: . Statement of Attainment

- Relationship Therapy A
- Relationship Therapy B

Nominal Unit Hours: 84 (A&B)	Face to Face 24	Private Directed Study 60	Practical
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Aim: This unit aims to equip students with a fundamental understanding of the knowledge and skills required for effective relationship counselling. Students develop awareness of the similarities and differences between individual and relationship counselling. For example, you will be expected to identify the different theoretical approaches within this type of counselling and to apply, assess and evaluate the effectiveness of relationship counselling.

Prerequisites: *Advanced Certificate in Counselling* or equivalent.

Co requisite: None.

Topics: Include and may vary -Historical perspective, Terminology, approaches to counselling, Roles and rules in relationship systems, identifying repetitive patterns of interactions, identifying common long standing problems, disintegration and reformation of the systems.

Materials: Computer, e-mail and internet..

Assessment: Assignment.

RPL: Available.

Award: Statement of Attainment

- Counselling Applications 2A
- Counselling Applications 2B

Nominal Unit Hours: 84 (A&B)	Face to Face 24	Private Directed Study 24	Practical 36
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Aim: To provide the knowledge and skills to demonstrate competent counselling techniques in a simulated clinical situation of forty five minutes to one hour duration. You will be expected to learn how to apply the techniques learned in other units across a broad range of unpredictable presenting problems. At various times during these units you will have the opportunity to be a therapist(whilst being mentored) to another participant, deal with your own issues as the client and be an observer.

Prerequisites: All units from *Diploma of Counselling*.

Co-requisites: Units: Crisis Care; Relationship Therapy; Counselling Applications 2 A-B; Practical Skills 2 A-B; TA&Gestalt (AorB); NLP in Counselling (AorB).

Topics: Include and may vary – Application of Hypnotherapeutic Techniques, Rational Emotive Therapy, Client Centred Therapy, Gestalt, Neuro-Linguistic Programming, Counselling skills, Cognitive Behavioural Therapy, Transactional Analysis, Development of Therapy Strategy, Hypnoanalytical Techniques.

Materials: Computer, e-mail and internet..

Assessment: Practical

RPL: Available.

Award: Statement of Attainment

- Practical Skills 2A
- Practical Skills 2B

Nominal Unit Hours: 24 (A&B)	Face to Face	Private Directed Study	Practical 24
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Aim: To provide the additional opportunity to apply the skills and knowledge gained from all the units in the course, in a practical simulated situation

Prerequisites: *Advanced Certificate in Counselling* or equivalent.

Co requisites: All units from *Diploma of Counselling* course

Topics: Practical application of all topics in units from Advanced Certificate and Diploma course.

Materials: None

Assessment: Self Assessment and Peer Feedback

RPL: Not available

Award: Statement of Attainment

- Transactional Analysis & Gestalt A
- Transactional Analysis & Gestalt B

Nominal Unit Hours: 84 (A&B)	Face to Face 24	Private Directed Study 60	Practical 0
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(It does not matter whether you undertake A or B first)

Aim: To provide participants with the necessary knowledge and skills to select specific techniques and concepts from the modalities of Transactional Analysis and Gestalt and apply them in the counselling situation.

Prerequisites: *Advanced Certificate in Counselling* or equivalent.

Co requisites: NLP in Counselling (A or B).

Topics: Includes but not restricted to – Miniscripts, Lifescripts, , Finding the “In’s”, Reparenting, Transactional Analysis, Gestalt Empty Chair & Dream Therapy Techniques, Selection and Avoidance Criteria.

Materials: Computer, e-mail and internet..

Assessment: Exam.

RPL: Available.

Award: . For successful completion of each of Section A and Section B a Certificate of Competency is awarded. When you have two Certificates of Competency, one for each of Section A and Section B, you are awarded the Statement of Attainment for this unit.

- NLP in Counselling A
- NLP in Counselling B

Nominal Unit Hours: 84 (Both)	Face to Face 24	Private Directed Study 60	Practical 0
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(It does not matter whether you undertake A or B first)

Aim: To provide selected concepts and techniques from Neuro-Linguistic Programming (NLP). You will be expected to apply certain specific NLP techniques in the counselling situation as well as show your understanding of principles universal to all psychological therapies.

Prerequisites: *Advanced Certificate in Counselling* or equivalent.

Co requisite: TA/Gestalt in Hypnotherapy (A or B). It does not matter whether you undertake A or B first.

Topics: Include and may vary - Accessing Cues, Metaphors and Time Line Therapy, Ericksonian Concepts and Techniques, Reframing, Collapsing Anchors, Pure Process, Selection/Avoidance Criteria.

Materials: Computer, e-mail and internet..

Assessment: Exam.

RPL: Available.

Award: . For successful completion of each of Section A and Section B a Certificate of Competency is awarded. When you have two Certificates of Competency, one for each of Section A and Section B, you are awarded the Statement of Attainment for this unit.

- Fieldwork 2A
- Fieldwork 2B

Nominal Unit Hours: 198	Face to Face 18	Private Directed Study 80	Practical 100
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A Certificate of Currency is required as proof of current Professional Indemnity Insurance before commencing this unit and will be required again on 1st October of any year in which the Intern is undertaking this unit. Professional Indemnity Insurance is not provided by the Academy and must be acquired from an insurance provider at the course participant's expense.

Aim: Experience in the field, ie the student organises their own fieldworking experience in either a community or health organisation or in the Academy’s Intern Clinic or some in each. The Academy then supervises your case histories. For further information about working in the Senior Intern Clinic please see “**Senior Intern Clinic**” under .
23. Summaries of Units – Professional Hypnotherapy Training earlier in this Handbook.

Prerequisites: All units from *Diploma of Counselling*. Professional Indemnity Insurance. First Aid Certificate.

Co-requisites: None.

Topics: Application of skills and knowledge from all units.

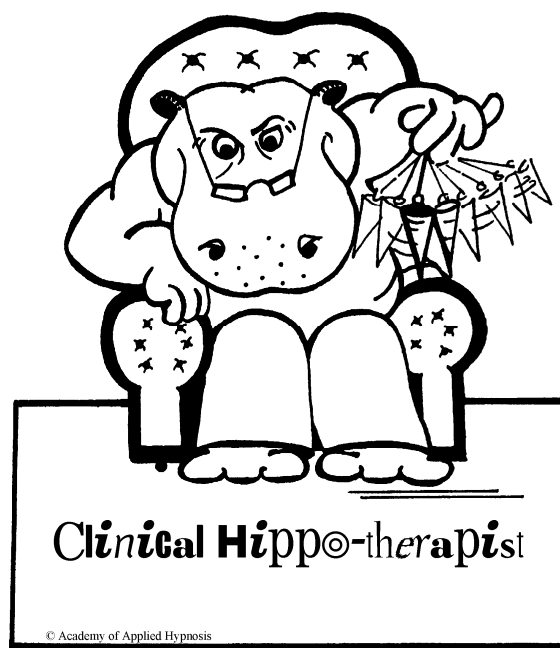
Materials: Computer, e-mail and internet..

Special Requirements: Distance Learning requires a different delivery structure involving, amongst other things, the Fieldworker electing a supervisor or supervisors who will meet the standards set by the Academy. Please contact Administration for more detailed information and instructions about this.

Assessment: Practical

RPL: Available.

Award: . Statement of Attainment



TAKE THREE DEEP BREATHS

AND

REMEMBER TO HAVE FUN!